

I. PROGRAM INFORMATION

A. ELIGIBILITY/WHO MAY APPLY

County and city governments, other public entities (i.e., schools, school districts, and County Offices of Education) and private non-profit corporations organized for non-sectarian purposes in California are eligible to apply for these funds. Applicants claiming private non-profit status must include as part of their application either: (a) certification from the State of California, Office of the Secretary of State, or (b) a letter from the federal Department of the Treasury, Internal Revenue Service, classifying the applicant agency as a private non-profit corporation.

New organizations that have applied for non-profit corporation status may also apply. However, non-profit status must be obtained before a grant agreement is executed. PART TWO of this RFA contains specific information about the documentation required to verify that non-profit corporation filing is in process.

The California Constitution (Article XVI, Section 5) prohibits the use of state funds to aid any religious sect, church or sectarian purpose. However, any non-profit corporation organized for non-sectarian purposes may apply. All organizations funded directly or indirectly (i.e., subcontractors) must comply with the California Constitution requirements. All program interventions, activities, and educational materials (e.g., curriculum, handouts, audio-visuals, etc.) may not include sectarian beliefs and/or information related to the doctrine of any religious group or organization.

All organizations interested in submitting an application for these funds are mandated by statute to include plans for community collaboration with parents, families, local agencies, businesses, school leaders, community groups, private organizations, and others to ensure the planning of non-duplicative, well-integrated and cost-effective services responsive to the needs of all proposed target populations.

Applicants may apply for funds on behalf of larger group of community agencies, defined for purposes of this RFA as a “collaborative”. A collaborative involves more than one organization in the design and implementation of programs that reflect comprehensive community-specific approaches for target populations. If the application is funded, the grant agreement will be solely between the State and the applicant agency. The applicant agency, which applies on behalf of itself and its collaborating agencies, is still solely responsible for the overall financial administration and coordination of the project. The applicant agency is legally responsible for the proper use of project funding. (See PART ONE, Section X, Community Collaborative).

An agency may participate in more than one application as a collaborative agency, if it is providing a separate and distinct service to a separate and distinct target population for each project application. The applicant agency must identify whether any of its collaborating organizations are participating in other collaborative applications and how the services and target populations are separate and distinct.

B. FUNDING LEVELS AND GRANT PERIOD

1. Funding Level

A maximum of \$18,500,000 is anticipated to be made available each fiscal year to support the services and activities funded under this grant program, subject to the annual appropriation of funds in the State Budget Acts. Grant awards will range between \$75,000 and \$250,000 per fiscal year. The DHS anticipates funding approximately 80-125 grants.

Projects will be funded at one of two funding levels based on the scope of the project in terms of the number of population groups targeted, number of interventions, type of collaborative, type of evaluation, and number of subcontractors.

Projects funded between \$75,000 - \$149,999 per year generally will:

- Address a limited number of target populations (three or less);
- Implement a limited number of interventions (three or less);
- Support a Collaborative Alliance (Refer to PART 1, Section X);
- Include a small number of subcontractors or none; and
- Conduct Tier I evaluation (Refer to PART 1, Section XI).

Projects funded between \$150,000 - \$250,000 per year will typically:

- Address multiple target populations (four or greater);
- Implement multiple interventions (four or greater);
- Support a Collaborative Partnership (Refer to Part 1, Section X);
- Include multiple subcontractors (three or more); and
- Conduct Tier II evaluation (Refer to Part 1, Section XI).

2. Grant Period

The term of the grant agreement is for 12 months and is subject to appropriation of CCG Program funds in the FY 1999-2000 State Budget. The grant agreements will be extended for an additional 24 months for a total of 36 months, subject to appropriation of funds in the FY 2000-2001 and FY 2001-2002 Budget Acts. Projects are expected to begin on July 1, 1999 and operate through June 30, 2002.

Continuation funding beyond the initial year is also contingent upon the grantee's satisfactory performance and the grantee's compliance with grant agreement requirements. Grantees will also be required to submit Scopes of Work for project years two and three to OCCG for their review and approval. If any additional funds become available beyond June 30, 2002, they will be awarded through another competitive RFA process in accordance with applicable statutory requirements.

C. IMPORTANT DATES TO REMEMBER

The following sequence of steps and tentative time lines will be used in the allocation of funds and negotiation of grant agreements with selected applicants.

February 25, 1999	Release of the RFA
March 8, 1999	Technical Assistance Workshop/Applicants' Meeting – Sacramento
March 10, 1999	Technical Assistance Workshop/Applicants' Meeting – Santa Ana
March 12, 1999	Technical Assistance Workshop/Applicants' Meeting – Fresno
March 15, 1999	Technical Assistance Workshop/Applicants' Meeting – Ontario
March 19, 1999	Notice of Intent due
April 20, 1999	Applications due
May 20, 1999	Award decisions announced
June 3, 1999	Appeals deadline
July 1, 1999	Grant period commences*

(*Contingent upon successful completion of Scope of Work and Budget negotiations prior to July 1, 1999. Otherwise, the start of the grant agreement will be delayed.)

D. TECHNICAL ASSISTANCE WORKSHOPS AND APPLICANTS' MEETINGS

In order to increase the number of potential agencies and groups that may successfully compete for the grants, the OCCG will be conducting full-day informational sessions comprised of the following two components:

- A **Technical Assistance Workshop** will be held during the morning session (9:00 a.m. – 12:00 noon) and will provide information on teen pregnancy in California, as well as focus on the development of workplans (e.g., objectives) and other related issues.
- The **Applicants' Meeting** will take place that same afternoon (1:00 p.m. – 4:00 p.m.) and will provide an opportunity for applicants to ask specific questions about the Request for Applications (RFA) for the CCG Program.

DATES AND LOCATIONS OF THE TECHNICAL ASSISTANCE WORKSHOPS AND APPLICANT MEETINGS FOLLOWS:

March 8, 1999

9:00 – 4:00

SACRAMENTO

DoubleTree Hotel Sacramento
2001 Point West Way
Sacramento, CA 95815
(916) 929-8855
Fax: (916) 924-0719

March 10, 1999

9:00 – 4:00

SANTA ANA

Embassy Suites Hotel
Orange County Airport North
1325 East Dyer Road
Santa Ana, CA 92705
(714) 241-3800
Fax: (714) 662-1651

March 12, 1999

9:00 – 4:00

FRESNO

Radisson Hotel & Conference Center
2233 Ventura Street
Fresno, CA 9371
(559) 268-1000
Fax: (559) 268-7212

March 15, 1999

9:00 – 4:00

ONTARIO

DoubleTree Hotel Ontario
222 North Vineyard Avenue
Ontario, CA 91764
(909) 937-0900
Fax: (909) 937-0950

If hearing impaired accommodations or other special accommodations are required, please submit any requests for assistance to Lydia Garcia-Moss by phone at (916) 654-0348 or by FAX at (916) 654-5900 by March 4, 1999.

All costs incurred by applicants attending the technical assistance workshops and applicants' meetings are the responsibility of the applicant.

E. QUESTIONS REGARDING THIS RFA

If, upon reviewing this RFA, a potential applicant has any questions or discovers any problem, including any ambiguity, conflict, discrepancy, omission, or any other error in this RFA, the applicant shall immediately notify OCCG in writing and request clarification or modification of the document. All such communications shall identify the author, agency name and address, specific question or discrepancy, RFA Section and page number and other relevant information

Written questions or inquiries must be received by OCCG by no later than 5:00 p.m. on March 16, 1999. Written questions or inquiries may be submitted by mail to the address listed below or submitted by FAX to (916) 654-5900 or (916) 657-5345 as long as they are received on or before 5:00 p.m. on March 16, 1999. Applicants may call (916) 654-0348 to confirm receipt of FAX.

Questions received at the four Applicant Meetings or submitted in writing directly to OCCG will be compiled. A summary of the written questions and their respective responses will be mailed to the entities that (1) submit a Notice of Intent to apply, (2) attend one of the Technical Assistance Workshops or Applicant Meetings, and/or (3) submit written questions to OCCG that are received on or before March 16, 1999 at 5:00 p.m.

After **March 16, 1999** at 5:00 p.m., the question and answer period will be closed and the OCCG staff will **NOT** provide any further technical assistance concerning the RFA.

Agencies are to thoroughly examine this document and become fully aware of its requirements. Prospective applicants are reminded that applications are to be developed solely on the material contained in this document and any written addendum issued by OCCG.

F. NOTICE OF INTENT TO APPLY

Prospective applicants are required to submit a Notice of Intent to apply in order to submit an application. The Notice of Intent must be received by OCCG no later than 5:00 p.m. on March 19, 1999.

The "Notice of Intent to Apply for CCG Program Funds" form (Attachment XV) must be used and all requested information must be supplied (estimations are acceptable). Notices of Intent transmitted by facsimile (FAX) will be accepted and must be received by the date and time indicated above. The Notice of Intent should be directed to:

**Barbara Marquez, Chief
Office of Community Challenge Grants
California Department of Health Services
714 P Street, Room 550
P.O. Box 942732
Sacramento, CA 94234-7320
Fax: (916) 654-5900 or (916) 657-5345**

Note: A Notice of Intent must be received at OCCG by 5:00 p.m. on March 19, 1999, in order for the subsequent application to be reviewed. Regardless of postmark or fax date, Notices of Intent received after 5:00 p.m. on March 19, 1999 will not be accepted. The Notice of Intent is not binding if an applicant elects not to submit an application.